

This Quick Reference sheet addresses the most common questions users have about the Polyvision TS 400 Interactive Whiteboard. This Quick Reference is not meant to replace, but instead to complement, the Webster Software User Guide. Page number references are provided to guide the user to more information about the subjects

board and display a new, blank board.

...erase a portion of the board? (p.11) To erase a large area of the board, tap the Wide Erase icon on the whiteboard icon strip or on the Annotation or Projection Toolbars. To erase a small area of the board, tap the Narrow Erase icon on the whiteboard icon strip or on the Annotation or Projection Toolbars. Drag your finger across the surface of the whiteboard to erase unwanted writing added in Webster.

...delete an unwanted snapshot from a Webster document? (p. 44) Select the unwanted snapshot in the Snapshot Pane and press Delete on the keyboard, or choose Edit>Delete.

...print a copy of the screen? (p. 12) You can print an image of the board whenever a printer is connected to the computer attached to the whiteboard. Tap the Print icon on the whiteboard icon strip or in the Projection Toolbar.

...save a picture of the board for use in other programs? (p. 43) Webster will export any snapshot as a graphic that you can use in other applications. Open the Webster file that contains the snapshot you want to export. Choose the appropriate slide in the Snapshot Pane by clicking on it. When it displays in the Selection Pane, choose File>Export Image. Browse to the file in which you'd like to save the image file and name the image. Choose the file type you'd like to use for your image in the drop-down list. (The most commonly used image file type is .jpg. This can be used in almost any application on both Mac and Windows computers.)

...use Webster with a webpage? (p. 26) Open Webster and minimize it, using the Minimize button (which looks like a Minus sign) in the top-right side of the board. Click on the Tools icon on the icon strip on the whiteboard to display the Projection Toolbar. Open your web browser and display any web page. Use the Projection Toolbar to annotate the page, the Snapshot buttons to save images of the screen in a Webster file, and Selection tool (arrow) to move the cursor instead of writing on the webpage.

...use Webster with another computer program? (p.30)) Open Webster and minimize it, using the Minimize button (which looks like a Minus sign) in the top-right side of the board. Click on the Tools icon on the icon strip on the whiteboard to display the Projection Toolbar. Open any other program. Use the Projection Toolbar to annotate the page, the Snapshot buttons to save images of the screen in a Webster file, and Selection tool (arrow) to move the cursor instead of writing on the projected application window. Use the application buttons on the Taskbar to toggle between different programs on your computer.

...recalibrate the screen? (p. 24) Click the Projection icon on the icon strip on the left side of the whiteboard to bring up the calibration screen. You can also use the Re-align button on the Projection Toolbar.

...use the Spotlight tool to emphasize parts of my screen? (p. 31) In projection mode, tap the Spotlight button on the Projection Toolbar. The screen will become gray except for a circle of light. Tap and drag the center of the circle to reposition it on the board. To resize or reshape the circle, tap and drag the border of the circle until it reaches the desired shape. To remove the spotlight, tap the Spotlight button on the Projection Toolbar or press the Esc key on the keyboard or the Projection Toolbar.

...use the Reveal tool to show my screen one strip at a time? (p. 31) In projection mode, tap the Spotlight button on the Projection Toolbar. The screen will become black except for one strip at the top. Tap and drag the edge of the black strip down to reveal your screen. To remove the Reveal, tap the Reveal button on the Projection Toolbar or press the Esc key.



How do I...?